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28 March 1952

List of Recommendations from the several Working Groups
to the Career Service Committee
on which final action should be taken

A. The Working Group on Employee Rating recommended:

1. That there be no performance rating as such but that there be a single personnel evaluation system which will evaluate the potential of every employee
2. That the proposed Personnel Evaluation Report form be adopted
3. That procedures for the use of the Personnel Evaluation Report be prepared by the Office of Personnel
4. That the Office of Training in conjunction with the Office of Personnel prepare and carry out the necessary supervisory training program in order to make most effective use of the Personnel Evaluation Report form.

B. The Working Group on Rotation recommended:

5. That certain definitions and terminology be adopted to handle the rotation problem
6. That objectives of rotation contained in their report of 30 January be adopted
7. That the statement of principles concerning rotation contained in their report of 30 January be adopted
8. That the outline of procedures contained in their report of 30 January be adopted
9. That "Rotation Slots" be made available in order to permit the flexibility necessary to the rotation problem.

C. The Working Group on Extension Training developed a body of doctrine and philosophy with respect to external training but did not make specific recommendations on which the Career Service Committee need take action.

D. The Working Group on Selection Criteria recommended:

10. That the responsibilities and policies for the Career Service Program be centralized in a CIA Career Service Board composed of top-level officials of the Agency

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11. That a Career Service Staff in the Office of Personnel support
and act as Secretariat for the CIA Career Service Board
12. That the mechanics of the operation of the Career Service Program
should be decentralized to Career Service Boards in each Office
or major component of CIA
13. That continuing effort towards effective Agency personnel, manage-
ment and training programs be made with respect to all personnel
beginning with the day they enter the Agency
14. That a Development Program be undertaken in which the career of
each proven employee will be considered on a long-range, detailed
basis and that the several Career Service Boards be primarily con-
cerned with this program
15. That there be minimum criteria for determining when a new employee
is considered to have become proven by reason of his performance
on the job
16. That the Development Program locate, equip and produce the relatively
small number of future key executives and administrators that will
be needed as replacements for those who become unavailable.
- E. 17. That there should be extra pay for various types of hazardous duty
18. That there should be an honor awards program distinct from an
efficiency awards program
19. That the overseas post classifications system be overhauled with
respect to tour of duty and allowances that would be responsive
to unhealthful conditions
20. That health insurance along the lines of GEHA should be reviewed
with the idea of making benefits more liberal for substantially
the same premium
21. That additional medical and health benefits be provided as soon
as possible
22. That legislation be prepared which would permit participants in
the Development Program to receive benefits under the Compensation
Act in accordance with the more liberal standards of eligibility
authorized for the military systems, but that since the above may
not be obtainable immediately, appropriate steps be taken to improve
the coverage under the present system.
- 13-16

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23. That CIA support the proposed Department of Defense bill respecting continuance of pay and allowances for missing persons, this being a substitute for Senate Bill S.1820.
24. That the provisions of the Compensation Act be extended to dependents of employees engaged in hazardous duty who are themselves exposed to hazard *per PC*
25. That death gratuity of six months' base pay be paid to a dependent of a CIA employee in the event of death of the employee in line of duty, if death occurs as a result of overseas service *su DCI*
26. That there be a more liberal retirement system *ok*
27. That there be an appropriate and adequate leave system for all CIA employees overseas. *?*
- F. The Working Group on Personnel Development Program recommended:
28. That a procedure of the separation of inefficient personnel be adopted *ok*
29. That a form for application and certification for participation in the Development Program be adopted *no*
30. That the composition and responsibilities of the CIA Career Service Board proposed by the Working Group on Selection Criteria (see numbers 10 and 12, above) be modified to cover all phases of the Career Service Program *?*
31. That the Personnel Evaluation Report be put into immediate effect and revised, if necessary, after one year's experience had been gained and that no Agency-wide "rating" system be adopted until this experience was available. *?*
- G. The Working Group on Trainees recommended:
32. That there be set up a Professional Selection Panel who would pass on the over-all qualifications of all new junior candidates, GS-5 through GS-11, for professional positions *?*
33. That all new personnel, no matter what grade, be entered in the CIA Intelligence School for minimum training in intelligence procedures and background *?*
34. That numerous other steps be taken to implement the two major recommendations above, numbers 32 and 33. *?*

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